

## MINUTES

### Town of Vinland Special Board Meeting of June 27, 2023

Meeting was called to order at 12:30pm by Chairman O'Connell. Also in attendance were Supervisors Devens and Frakes, ZA McNamee, Clerk/Treasurer Brazee, Deputy Starr, and Elisabeth Racine w/ SPS Inspection Service LLC.

Chairman O'Connell noting that everything is in place w/ McMahon and Associates to end their contract with the Town for building inspections as of 6/30/2023 and Racine will begin as the new Town Building Inspector as of 7/1/2023.

Due to the time constraints on updating the current fee schedule for building permits, Racine will do an amendment to her contract with the Town. She requested her monthly fee of \$175 plus her inspections at an hourly rate vs. 80% of the current bldg. permit fees. Clerk/Treasurer will need to update website with the new BI information. O'Connell will need to review Delegation form to verify if he needs additional comments added before sending onto the State of WI.

Open cases will be transferred from McMahon to Racine w/ SPS Inspection Services LLC. Racine will be covering both residential and commercial building permits. Racine will review our town ordinances for updates and suggestions. Racine suggested that we utilize her building permit forms, as they have been created for her own streamlining use. Racine will forward the permit applications to Brazee to have uploaded to the town website.

Paying Racine an hourly rate for the next few months will help the Board to review the time involved in the inspections to allow a better understanding on what the fees should be set at, so the tax payors are not supplementing the cost of the BI thru their property taxes.

O'Connell noted that he prefers all applicants obtain the permits needed from the State and/or County before approaching the Town with any building requests. Also suggested that the Board consider utilizing the valuation process to establish the new building fees.

Devens noted that the BI needs to be aware of the bldg. permit to include a fill permit. As it was determined that if a person takes out a building permit and needs more than 10 loads of fill, that the applicant is aware that if the road is damaged, the resident will be responsible for road repair.

Frakes questioned if the new process for the General Zoning Application was potential for multiple fees. O'Connell responded that he wants a \$100 Zoning Review be paid for anyone wanting to "build a structure" and to also pay for any additional corresponding fees involved (i.e. fence, pool, CUP, etc). Form updates will need to be discussed. O'Connell will take suggestions to the newly created Zoning Application and resend to everyone for review. O'Connell asked Board and Office to compare the existing applications to verify if they're all needed or if they can be compiled into the new General Zoning Application.

**Motion made by Devens to adjourn/seconded by Frakes. Motion carried.**

Special meeting adjourned at 1:50pm.

Respectfully submitted,

Karen Brazee  
Clerk/Treasurer

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Don O'Connell/Chairman